



Foreign Affairs Manual

5 FAH-4—Records Management Handbook

Transmittal Letter: RMH-2

Date: April 15, 1997

SUBCHAPTER H-210

MAJOR CHANGES:

1. This update is formatted in the Windows CD-ROM format. Updates will no longer be published, but will appear on the CD-ROM.
2. Subchapter H-210 has changes in review responsibility at posts and field offices

NOTE: Officers are reminded that Department-issued materials not codified directly or by approved reference in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1110).

FILING INSTRUCTIONS:

1. Remove and destroy Subchapter 210 issued under TL:RMH-1, 10-30-95 (9 pages) and replace with the attached Subchapter 210 (19 pages).
2. Insert this Transmittal Letter immediately following the Transmittal Letter Checklist, and initial the entry for RMH-2.

DISTRIBUTION NOTICE

1. All posts and offices receiving the Foreign Affairs Manual/Handbooks are responsible for maintaining them on a current basis [see 2 FAM Section 111.5], and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed.
2. The Foreign Affairs Manual (unclassified) and Handbooks are also being issued internally in CD-ROM format. For information on this program,

For funds obligation/purchase purposes, this Transmittal Letter is costed at \$5.25.

please contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB directly. The Coordinator is located in Room 1851 Main State; FAX (202) 647-0016 or E-Mail via DOSNET: INFOEXPRESS. Public inquires should also be addressed to A/IM/CST/MMS/CB.

3. All posts and offices receiving the *Foreign Affairs Handbook* are responsible for maintaining the FAH on a current basis [see 2 FAM Section 1116.5].

4. Use KFAM and AINF TAGS on all communications. Direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/IM/IAP/RG.

(A/IM/IAP/RG)